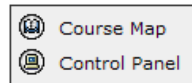


Blackboard 6: Archive a Discussion Board 7 Steps

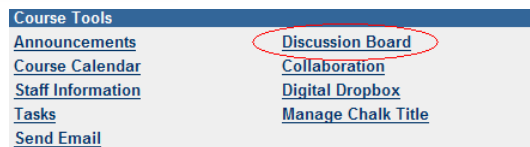
This Step-by-Step explains the procedures for archiving a Discussion Board in Blackboard 6.

This Step-by-Step assumes that the user has already accessed the proper course.

1.) Click “Control Panel”

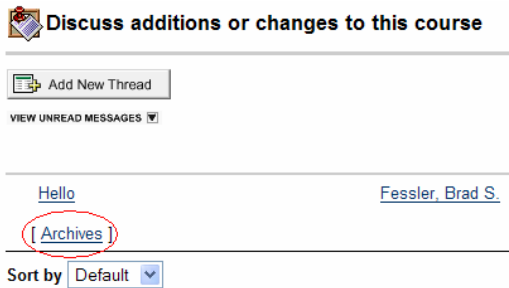


2.) Click “Discussion Board”



3.) Click on the desired Discussion Board.

4.) Click “Archives”



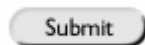
5.) Click “Add Archive”



6.) Type the desired name of the archive in the text field labeled, “Archive Name”
- Type a brief description in the text field labeled, “Description”
- You may choose to allow students to view this archive by checking the box labeled, “The archive and its messages are available to users.” Note: if this box is not checked only the instructor will have access to the archive.



7.) Click “Submit”



Available

The archive and its messages are available to users.